

[? Help](#)

## Job details

Job 1 of 1

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)**Bulletin Number** 28706BR**Type of Recruitment** Departmental Promotional Opportunity**Department** Mental Health**Position Title** SENIOR OPERATING SYSTEMS ANALYST**Exam Number** 22551C**Filing Type** Open Continuous**Filing Start Date** 12/16/2013**Salary Type** Monthly**Salary Minimum** \$6,337.45**Salary Maximum** \$8,311.27

**Position/Program Information** Under direction, supports complex operating systems and associated software and hardware on midrange servers or mainframes hosting critical applications in a high-availability environment. These environments require formal change management and problem resolution procedures, highly fault tolerant configurations, and comprehensive back-up and recovery solutions.

**Essential Job Functions** Provides direction to Operating Systems Analysts to resolve system anomalies and operational issues.

Provides senior level review and response to system utilization; configuration and performance reports; downtime incidents and security reviews. Oversees the allocation and organization of data storage and ensures system back ups are maintained and documented.

Configures, analyzes and maintains the more complex aspects of operating systems, including creating and maintaining complex job control language and/or custom scripts. Develops system utility programs and procedures to enhance operations and application support.

Performs capacity planning based on system performance results. Monitors system availability and performance, initiate corrective action.

Applies technical expertise to plan and lead the installation; configuration; supports and provides maintenance of operating systems; servers; system interfaces and peripherals for EHR systems.

Implements and supports solutions for: server communication services; network monitoring; database management software; compilers and storage management.

Plans, coordinates and oversees tasks for system and software implementations; releases and upgrades activities. Analyzes compatibility and performance impact of application and system changes. Under general guidance, develops formal change management processes and operational procedures.

Evaluates, tests, and implements vendor-provided patches and upgrades in accordance with change management procedures.

Develops system utility programs and procedures to enhance operations and support for applications.

Develops and publishes procedures for operations staff and for problem resolution.

Implements and maintains back-up and restore solutions: Performs back-up and restore operations.

Implements and maintains disaster recovery methodology and solutions.

Maintains system security as described in policies and procedures.

Works with application development and support staff to analyze hardware and operating system requirements and participates in the development of specifications.

Works with vendors to develop and implement solutions to specific problems or to meet specific objectives. Determines compatibility and performance impact of application and system changes.

#### Requirements

#### SELECTION REQUIREMENTS:

Graduation from an accredited\* college or university with a bachelor's degree\*\*\* in Computer Science, Information Systems or a closely related field, and two (2) years within the last four(4) years full-time, paid experience in a centralized healthcare information technology organization\*\* configuring, integrating, analyzing, and maintaining complex systems, including configuring, planning, coordinating and implementing releases, upgrades, or changes to operating systems, servers and related software for Data Integration Engines, one year of which must be in a midrange or mainframe environment with formal change management, problem resolution procedures, and back-up and recovery plans working with Data Integration Engines.

*Please fill out your **online application and Supplemental Questionnaire** completely.*

#### Physical Class

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

#### License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

#### Desirable Qualifications

Experience designing, writing, testing, and implementing BizTalk EDI X12, File and Web Services Interfaces.

Experience troubleshooting BizTalk EDI X12, File and Web Service Interface related issues.

Experience designing, writing, and maintaining complex BizTalk Integration Engine and application custom scripts.

Experience resolving BizTalk Integration Engine issues pertaining to Communications services, database management, storage management solutions, network monitoring and management, messaging systems,

	and security.
<b>Special Requirement Information</b>	<p>**Centralized IT organization is defined in the County of Los Angeles as that which is responsible, under the direction or guidance of the Chief Information Technology official (or, at the Sheriff's Department, the coordinated executive command structure) for the department or major organization unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of information systems; and in which the work performed is in direct relationships to the IT requirements and initiatives of the department or major organizational unit.</p> <p>***Degree(s) and/or Official Transcripts must indicate the required specialized field in order to be evaluated. Candidates whose educational degree(s) and/or Official Transcripts do not show the specialty must provide a written statement from their university or college Registrar's Office indicating the education specialty on the university/college's letterhead. A copy of your degree, Official Transcripts, and/or written statement from the Registrar's Office must be submitted <b>at the time of filing or within 15 calendar days from the filing date.</b></p> <p><b>OUT OF CLASS EXPERIENCE WILL BE ACCEPTED FOR THIS EXAMINATION; HOWEVER VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE CONSIDERED. ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING OUT OF CLASS EXPERIENCE, WILL BE EVALUATED AT FACE VALUE TO DETERMINE QUALIFICATION. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION OR RESCISSION, IF APPOINTED.</b></p>
<b>Accreditation Information</b>	<p><b>Accreditation:</b> *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).</p>
<b>Examination Content</b>	<p><b>This examination will consist of two parts:</b></p> <p>Part I : An evaluation of experience based upon application information and Supplemental Application Form weighted 50%, and</p> <p>Part II : An Appraisal of Promotability weighted 50%. The Appraisal of Promotability is designed to measure knowledge and skills, verbal and written communication skills, adaptability and dependability, interpersonal and public relations skills, problem solving and decision making skills, and leadership skills.</p> <p>Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.</p> <p>Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.</p>

<b>Vacancy Information</b>	The resulting eligible register for this examination will be used to fill a vacancy for the Chief Information Office Bureau, Department of Mental Health.
<b>Eligibility Information</b>	<p>The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.</p> <p><b>Retake:</b> No person may compete for this examination more than once every twelve (12) months.</p>
<b>Available Shift</b>	Any
<b>Job Opportunity Information</b>	<p><b>Restricted to permanent employees of the above Department who have successfully completed their initial probationary period.</b></p> <p><b>Withhold Information:</b> Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.</p>
<b>Application and Filing Information</b>	<p><b>APPLICATIONS MUST BE FILED ON-LINE ONLY.</b> <b>APPLICATIONS SUBMITTED BY U.S.MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.</b></p>

Fill out your application and **Supplemental Application Form** completely. Provide any relevant training and experience in the spaces provided so we can evaluate your qualifications for the job. We must receive your application by 5:00 pm, PST, on the last day of filing. This examination will remain open until the need of the services are met, and is subject to closure without prior notice.

**Click on the link below to access the Supplemental Application Form:**

[http://file.lacounty.gov/dhr/ehr/cms1\\_205781.doc](http://file.lacounty.gov/dhr/ehr/cms1_205781.doc)

All information is subject to verification. We may reject your application at any time during the selection process.

**INSTRUCTIONS FOR FILING ONLINE:**

Apply online by clicking on the tab above this bulletin that reads, "Apply to Job" so you can apply online and track the status of your application and get notified of your progress by email. Applications must complete and submit their online applications and upload required documents (e.g. Supplemental Application Form, Resume, etc., ) as attachment(s). Note: If you are unable to attach required documents, you may fax them to (213) 637-5892 or email to [cyeung@dmh.lacounty.gov](mailto:cyeung@dmh.lacounty.gov) within five (5) days of filing. Please include exam number and exam title.

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin

Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Celia Yeung
<b>Department Contact Phone</b>	(213) 738-4634
<b>Department Contact Email</b>	cyeung@dmh.lacounty.gov
<b>ADA Coordinator Phone</b>	(213) 738-2823
<b>Teletype Phone</b>	(800) 735-2922
<b>California Relay Services Phone</b>	(800) 735-2922
<b>Job Field</b>	Information Technology
<b>Job Type</b>	Professional

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)